



Maryland State Archives

Minutes of the Hall of Records Commission Meeting

October 26, 2018, 12:00 noon

Electronic Classroom, Maryland State Archives

Call to Order by Chair

Attendees The following members, designees, and representatives were in attendance

The Honorable Mary Ellen Barbera, *Chief Judge, Court of Appeals, and Chair of the Hall of Records Commission*

Ms. Susanne Brogan, *representing the State Treasurer*

Mr. Ellington Churchill, Jr., *Secretary of the Department of General Services*

Ms. Catherine Dixon, *designee of the President, St. John's College*

Ms. Samantha Igo, *representing the Comptroller of Maryland*

Dr. Ida Jones, *designee of the President, Morgan State University*

Mr. Mark B. Letzer, *Executive Director of the Maryland Historical Society*

The Honorable Thomas V. Mike Miller, *President of the Senate*

The Honorable Samuel I. "Sandy" Rosenberg, *House of Delegates*

Mr. Jordon Steele, *representing Johns Hopkins University*

Opening Remarks / Special Announcements

The Chairman announced that Dr. Richard Bell has been formally appointed as the designee for the Chancellor, University System of Maryland. She commented on his extensive resumé and his current work in progress, "The Lost Boys: A Story of Slavery and Justice on the Reverse Underground Railroad."

Special Guests

The Chairman introduced the Commission's special guests, Ms. Faye Gaskin, Deputy State Court Administrator, and Dr. Jean Russo, President of the Friends of the Maryland State Archives.

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, May 11, 2018

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_minutes_spring2018.pdf

Special Meetings, Advisory Boards & Celebratory Events Held

Tim Baker reported that he and Deputy State Archivist Elaine Rice Bachmann had been honored to host Dr. Whit Ridgway, departing University System of Maryland designee to the Hall of Records Commission, thanking him for his twenty-three years of service to the Commission and presenting him with a well-deserved Governor's Citation.

Mr. Letzer moved to approve the minutes as drafted and recognize the special meetings of the Commission. He was seconded by Mr. Steele. The motion was approved.

Records Retention & Disposal

Kathryn Baringer reported that the Archives had received retention schedules from 13 state agencies and 10 county agencies. Of these schedules, two were of such complexity that they required considerable communication between the Archives and the agencies to ensure the submission of clear and comprehensive schedules. The State Archivist also approved five schedules for Baltimore City agencies. The Archives also received 170 disposal certificates, the vast majority being submitted through the Archives' online website.

Retention Schedules:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_schedules_10-26-2018.pdf

Disposal Certificates:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_disposal_10-26-2018.pdf

Mr. Letzer moved to approve the Records Retention Schedules and Disposal Certificates as presented, seconded by Mr. Steele. The motion was approved.

State Archivist's Report

Chronology of staff activities since the last meeting:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_chronology_fall2018.pdf

Mr. Baker drew the Commission's attention to the chronology of staff activities, which showed the depth and breadth of the Archives' participation in outreach and community events. In particular, he noted that staff member Jennifer Cruickshank had presented research on "Gamma Radiation of Cultural Heritage in Disaster Response" in collaboration with colleagues from the Sheridan Libraries, Johns Hopkins University, at the 46th Annual Meeting of the American Institute for Conservation. In addition to this intellectual collaboration with Johns Hopkins, the two organizations are working together on the conservation of several Peabody Collection manuscripts. Mr. Baker thanked Jordon Steele for this partnership with the Sheridan Libraries staff.

Research, Education and Outreach

Mr. Baker reported on the Archives' participation in ARCHIVES*RECORDS 2018 - the Joint Meeting of the Society of American Archivists (SAA), the Council of State Archivists (CoSA) and the National Association of Government Archivists and Records Administrators (NAGARA). He noted that staff had participated in conference planning and that Ms. Rice Bachmann had been a member of the Host Committee.

The conference sponsored the first-ever "Archives on the Hill" event, which began with orientation and training and culminated in Congressional office visits scheduled by SAA.

Mr. Baker thanked the Archivist of the United States, Mr. David Ferriero, for his organization's collaboration on the conference and for facilitating the use of the Rotunda of the National Archives for the annual awards dinner and business meeting.

The Chairman congratulated Mr. Baker on his acceptance of the 2018 SAA Distinguished Service Award Citation on behalf of the Council of State Archivists. CoSA received the award in recognition of leadership in the Archives community, particularly in the fields of electronic records management and digital record preservation. Mr. Baker acknowledged the outstanding quality of CoSA's board of directors and his fellow state archivists in making his year as CoSA's president such a success. Mr. Baker has now passed the gavel to Mr. John Dugan, State Archivist of Missouri.

Mr. Baker commended Archives' staff members Maya Davis, Ryan Cox, and Chris Haley for their collaboration with Dr. Michael Kurtz, Associate Director of the University of Maryland Digital Curation and Innovation Center. Their work together was highlighted in a panel presentation on "Promoting Transparency in the Legacy of Slavery: Turning Data into People in Maryland's Slave Records." Their discussion centered on the records in the Maryland State Archives' collections which could be explored to uncover the lives of enslaved individuals and how data gleaned from historic documents could be compiled and analyzed in the aggregate.

Ms. Davis, Mr. Cox, Mr. Haley, and Dr. Kurtz updated their presentation and went on to preside over a session at the Fall 2018 Mid-Atlantic Regional Archives Conference in Wilmington, Delaware on October 12.

2018 Summer Internship Program

Mr. Baker thanked internship sponsors St. John's College, the National Parks Service, the Dominion Foundation, the Friends of the Maryland State Archives, the Sons of the American Revolution, and Washington College which helped provide direct funding for the program. He noted that the interns who come to work at the Archives keep getting stronger and more productive and deserve to be paid for their contributions, and that the Archives is grateful for the financial support provided by these institutions.

Deepening Partnerships with Schools

Ms. Emily Oland Squires reported on the Archives' deepening partnerships with local schools to broaden student experience with primary sources and assist teachers in bringing archival

materials into the classroom. In August, the Archives launched a new design and updated format for the education webpage at: <http://teaching.msa.maryland.gov/>. Staff is working to convert 278 educational document packets into the new format, which emphasizes federal, state, and common core teaching standards.

Ms. Oland Squires and Ryan Cox participated in a professional development event for teachers in the Anne Arundel County Public School system (AACPS), providing a hands-on session on using primary source materials in their curriculum and an in-depth look at using the Archives both online and in person for lesson planning. Mr. Cox and Ms. Oland Squires also hosted the U.S. History Work Group of the Maryland State Board of Education.

Ms. Oland Squires reported that the Archives now has an expanded presence as a local host site for student service, having been accepted as an official host organization on the AACPS web portal. Hosted students volunteer for professional experience, receive academic credit within their magnet programs, and complete required community service hours.

Archives' staff continue their commitment to going into the classroom to meet with students, providing hands-on opportunities for working with primary source materials. This fall the Archives has begun its third semester of partnership with University of Maryland College Park iSchool Digital Curation and Innovation Center. Undergraduate and graduate-level college students work with the Legacy of Slavery program to build a database of searchable record abstracts related to the enslaved and free population of Maryland. In addition, the Archives is working with St. Mary's College of Maryland, University of Maryland, and the United States Naval Academy by co-teaching and hosting courses focused on using archival resources and understanding archival practice. Finally, the Archives is hosting several students from Washington College who are performing archival work as part of their academic program.

President Miller thanked the Archives' staff for reaching out to students. He noted that, with the de-emphasis of social studies and history in the classroom, it's even more important for these disciplines to be encouraged by the Archives.

Legacy of Slavery in Maryland Program

Ms. Oland Squires reported that staff of the Legacy of Slavery in Maryland program hosted a memorable event on September 7, 2018 with preeminent Frederick Douglass scholar, Dr. Celeste-Marie Bernier. Dr. Bernier debuted her latest work on the life of Frederick Douglass and his family entitled, *If I Survive*, with a book talk and author signing at Twin Oaks in Highland Beach, Maryland.

Ms. Oland Squires also noted that Maya Davis has been invited to present at the Black Atlantic Authorship Symposium at the University of Edinburgh in Scotland this November. The conference theme is "Our Bondage, Our Freedom" and commemorates the bicentennial of the birth of Frederick Douglass. Her participation in this international symposium is being generously paid for by a UK Humanities grant in conjunction with the Archives' ongoing partnership with Dr. Bernier.

Ms. Rice Bachmann noted that this relationship has also resulted in an exhibit about Douglass in the House Office Building, as images of artifacts on display in Edinburgh will be on view here in Annapolis.

The Archives is grateful for a recent grant award from the Michael Kurtz Foundation to the Friends of the Maryland State Archives in support of the work of the Legacy of Slavery Program. This funding will be used to continue the study of Southern Maryland's free and enslaved populations.

The Archives staff has provided research support to Dr. Nicholas Creary of Bowie State University. Dr. Creary conducts a graduate program focused on additional newspaper research into lynchings occurring in Maryland.

In cooperation with the Maryland Lynching Memorial (<https://www.mdlynchingmemorial.org/>), the Archives is hosting one student intern from Towson University and one from Stevenson University to continue research and to further documentation and public access to records concerning lynchings in Maryland.

Mr. Haley participated in a panel discussion with Dr. Martha Jones and Dr. Richard Bell at the Maryland Historical Society on "New Perspectives on Slavery and Freedom in Maryland." Mr. Cox participated in a panel discussion, "Lynching in Maryland: The Journey from Truth to Reconciliation."

Mr. Baker recognized Delegate Rosenberg's many years of encouragement in pursuing research on the history of lynching in Maryland. Delegate Rosenberg revealed that he and Delegate Joseline Peña-Melnyk would be working on legislation for the upcoming session.

Finding the Maryland 400

Ms. Rice Bachmann drew the members' attention to an event at the Maryland State House to commemorate the anniversary of the Battle of Brooklyn/Long Island and to publically exhibit the newly acquired Maryland Sons of the American Revolution Smallwood Collection. This event was presided over by Mr. Baker, and included remarks by Senate President Mike Miller, Speaker of the House Michael Busch, Major General James Adkins, Secretary David Craig, archivist and project director Owen Lourie, and Professor Adam Goodheart.

150th Anniversary of Government House

Ms. Rice Bachmann reported on the successful commemoration of the 150th Anniversary of Government House. The day began with a private event that welcomed back former First Families, residents, and staff of Government House. These guests had the opportunity to see the current home of the Governor and his family, as well as reminisce about their own time within the house. The afternoon included a public open house with over a thousand people attending. Ms. Rice Bachmann invited members to view a video of the event at: https://youtu.be/l4Guve2_Tng.

Records and Access

Records

Ms. Baringer reported that the Appraisal and Description Department is focusing on two, main areas: the records retention scheduling process and the accessibility of permanent records sent to the Archives. The Archives is working to make the scheduling process as streamlined as possible, whether agencies are starting their records management program from scratch or documenting programs already in place. Consequently, the scheduling process will only require agencies to provide information that is vital to that process.

Regarding the accessibility of records sent to the Archives, Ms. Baringer noted that the Archives is particularly focusing on collection development for born-digital records, reviewing the key information needed to preserve and make digital records accessible so clear and concise guidance can be given to agencies prior to transfer.

Mr. Baker noted that the Archives is using the crowdsourcing transcription website FromThePage to create indexing for marriage records that arrived at the Archives without any means by which a particular record could be found. The lack of indexing for records is yet another way in which the vital task of making records accessible to the public is compromised.

Access

Mr. Kevin Swanson discussed the ways in which the Archives' delivery of reference services to government and the public has been transformed over the past 20 years. A review of the Archives' 1998 Annual Report reveals practices which have little commonality with current Archives operations; almost every aspect of reference services has changed, from how our patrons contact us to how we provide requested services.

Twenty years ago, our patrons were much more dependent on in-person visits to Annapolis to access Maryland's public records, and there was little online access to archival materials. In FY1998, 15,166 visitors to the Archives viewed 140,731 records in our public search room; roughly nine records retrieved per visitor. An additional 57,827 requests for reference services were received via USPS, email, and telephone; roughly a 2.5:1 ratio to in-person visits.

Now, 20 years on, this picture has changed dramatically. In the intervening years the Archives has made millions of images available online, making patrons far less dependent on in-person visits. In-person visits have decreased by 59% since FY1998, and in FY2018 archival staff retrieved 6,579 records for the 6,253 visitors to the Archives public search room. This reduction was made possible by the accessibility of digital records available online through the Archives' *Guide to Government Records*, requiring staff to retrieve far fewer paper records from storage. At the same time, the number of remote requests for reference assistance have increased by nearly 18% since FY1998, with 67,996 requests received in via fax and email, phone, and USPS: more than a 10:1 ratio to in-person visits in FY2018.

The Archives anticipates that these trends will continue. The gap between in-person visits and requests submitted remotely is expected to grow, though it is likely that in-person visits will not

fall below a certain level. It is also likely that walk-in patrons will require intensive assistance to fulfill their needs. Mr. Swanson pointed out that, rather than conducting genealogical research, a majority of patrons are seeking documents needed for a legal purpose, such as marriage certificates, divorce decrees, criminal dispositions, and death certificates. Patrons requesting these records often have incomplete information needed to find the record, and require additional assistance from staff. Archives staff will need to provide the expertise to fill in the information gaps needed to locate these records.

Mr. Baker noted that many senior staff retirements are on the horizon, necessitating careful transition planning to ensure that their extensive knowledge of the records is passed on to more junior staff. In anticipation of Mr. Swanson's retirement, Ms. Oland Squires has taken on the additional responsibilities of Reference Services manager. Mr. Baker also recognized the work of Search Room Coordinator Rachel Frazier in managing Reference Service activities after the recent retirement of director Michael McCormick.

Reference Services Department

Ms. Oland Squires noted that patrons' expectations have changed regarding the time needed to locate and access specific documents in the Search Room. These patrons are often impatient when they discover the time it takes to gather identifying information, consult indexes, and retrieve documents from storage, as they assume that the Archives' service model matches that of Google. That is, they believe that everything they are seeking should be findable within seconds simply by typing a name or question into a search field. Though the Archives continues to improve access to records through digitization and the improvement of web tools, Ms. Oland Squires emphasized the importance of receiving indexes from records creators, as well as their labeling of boxes of records by the case numbers of records actually present in the box. This will make it easier for Archives staff to provide quick and responsive assistance to patrons.

Publications

Mr. Baker introduced Dr. Jean B. Russo, co-editor of "Maryland: A History." The Archives is pleased to have been a resource for images and research material for this comprehensive overview of the people and events that shaped modern Maryland. Dr. Russo pointed out the updates and additions to this new edition, and noted that half the authors represented had long and close associations with the Archives. Dr. Russo thanked the Archives and the Maryland Historical Society for their generosity in making images available to the editors at no cost, as the project had no budget for their purchase. Mr. Letzer reported that the Maryland Historical Society is planning to hold a book launch for "Maryland: A History" and will keep the Commission informed on this event.

Maryland's Historic Legislative Chambers

Mr. Baker reported that the Maryland General Assembly has provided funding for the Archives to publish a history of the two historic legislative chambers for completion in early 2019. Ms. Rice Bachmann thanked President Miller and Speaker Busch for making it possible to document the histories of both the Old Senate Chamber and the Old House of Delegates Chamber, as

well as the furnishings and artwork on display. She also thanked Secretary Churchill and Mr. Letzer for assistance given by the Department of General Services' and the Maryland Historical Society in restoring the rooms as part of the implementation of the State House Visitor Experience Master Plan. These rooms now interpret the important events that occurred in each space and offer visitors a first-class museum experience. The next step in the Master Plan will be the restoration of the Old Treasury Building.

Commission on Artistic Property

Thurgood Marshall Memorial

Ms. Rice Bachmann reported on the removal and storage of the Thurgood Marshall Memorial, comprised of four bronze statues and architectural elements, during infrastructure work on Lawyers Mall. Secretary Churchill noted that the work on Lawyers Mall would take more than a year to complete and that planning is in process to temporarily display the statue of Thurgood Marshall in front of the Robert C. Murphy Courts of Appeal building in Annapolis. The Chair thanked Secretary Churchill not only for that installation but for the work currently being done on the entrance to the Courts of Appeal.

Catherine Rogers Arthur reported on the acquisition of the bronze maquette of the Marshall Memorial. Through private donations, the maquette was purchased from artist Toby Mendez and will be displayed in the Archives Room of the State House until the Memorial is reinstalled. The maquette then can be used in outreach activities.

New Acquisitions

Ms. Rogers Arthur reported on recent acquisitions, including three murals originally created for the Maryland House I-95 Travel Plaza in Aberdeen and recently transferred to our collection by the Maryland Transportation Authority. The canvas panels include images of Lord Baltimore, Charles Willson Peale, and George Washington. Funds were identified for their conservation, and they will be cleaned, in-painted, and stretched on stretchers so that they may be displayed in the Annapolis complex.

A circa 1830 cast iron Franklin Stove from the State House was donated to the Commission on Artistic Property. The stove had originally been purchased by the donor's grandmother in 1907, right after the completion of the annex and at a time when we believe numerous items were sold as state surplus.

Ms. Rogers Arthur thanked the Maryland Historical Society for their loan of silver spurs belonging to Tench Tilghman. She also thanked President Miller for his efforts in securing this important loan. The spurs will be added to the case containing Tilghman's swords on display in the Senate Committee Room.

Other gifts/transfers in progress include Annapolis 1, the first telephone in Annapolis, and the original governor's desk acquired for the office in Government House in the 19th century. Both were originally donated to the Maryland Historical Society which is planning to transfer these items to the Archives.

Conservation & Storage

Ms. Rogers Arthur reported that the portraits of *Charles I, King of England* and *Queen Henrietta Maria* have been conserved and that plans to install them at the State House are in progress. She thanked the Society of Colonial Wars for their financial support in the conservation of *Queen Henrietta Maria*.

Sculptures of Harriet Tubman and Frederick Douglass

The staff of the Commission are moving forward on the design and development of interpretive statues of Harriet Tubman and Frederick Douglass for installation in the Old House of Delegates Chamber in 2019. These bronze statues will be developed based on curatorial direction in order for them to be incorporated into the interpretation of the overall room. Like the statue of George Washington in the Old Senate Chamber, these will be 'forensic' statues of Tubman and Douglass, and will be interacted with by visitors. In order for these two new figures to have parity with the Washington statue, Commission staff have chosen to work again with the creative team at StudioEIS to fabricate the statues. Maya Davis of the Legacy of Slavery in Maryland program was able to document Frederick Douglass's presence in the Old House of Delegates Chamber in 1874, providing another layer of interpretation for the new statue.

Commission on Artistic Property 50th Anniversary

The Commission on Artistic Property will be celebrating its fiftieth anniversary in 2019. Mr. Baker acknowledged the many contributions of Alan Fern, Director Emeritus of the National Portrait Gallery, who served on the Commission for over twenty-one years and was instrumental in advocating for the implementation of professional standards in managing the state's art collection. Dr. Jones noted that the Commission on African American History and Culture will also celebrate its fiftieth anniversary in 2019. Mr. Baker stated that the Archives would consider ways to collaborate with the Commission in that celebration.

Special Collections

Mr. Baker thanked the Hall of Records Commission for their input on the draft for the new Special Collections Development and Management Policy presented at the May 2018 meeting and sent to the committee members by email in June. The completed document can be found at:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/special_collections_development_and_management_policy_sept2018.pdf

Recent Gifts, Deposits, & Acquisitions

Report on records received since last Hall of Records Commission meeting:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_records_received_fall2018.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_special_collections_report_oct_2018.pdf

Government Publications:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000048/hrc_egovpubs_accessions_fall2018.pdf

Additions to State Art Collection:

- Maryland House I-95 Travel Plaza murals
- State House Franklin Stove, 1830
- Thurgood Marshall bronze maquette

The Chair moved to approve the resolution of appreciation for all recent gifts and the motion was unanimously approved.

Forthcoming Special Meetings of the Commission and Events of Interest

Mr. Baker noted the approach of Maryland's 400th anniversary, stating that it's not too early to begin talking about appropriate ways to celebrate that milestone. The Archives has also begun a dialogue with the Maryland Historical Society and Maryland Historical Trust to determine what might be done to commemorate the 250th anniversary of the American Revolution in 2026.

Mr. Baker invited Commission members, family and friends to attend the State House by Candlelight on December 1, from 5:00 - 9:00 pm. He noted that the Department of General Services was always very helpful in helping to make this a meaningful public event.

Old Business - No old business

New Business - No new business

Next meeting - Upon the call of the Chair.

Adjournment - The chair adjourned the meeting at 1:20 pm

Mr. Timothy D. Baker

State Archivist and Commissioner of Land Patents

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